



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 731.2

Job Title: **SANITARIAN II**

Pay Grade: 17

### **GENERAL SUMMARY:**

Performs varied technical inspections of public and private establishments and locations to ensure compliance with City health ordinances.

### **RESPONSIBILITIES:**

- Inspects various establishments or locations (e.g., wholesale, retail and food service establishments and schools) to detect possible health code violations.
- Collects food or water samples for laboratory analysis.
- Investigates community complaints of poor sanitation in public establishments or private property; explains City health ordinances and recommends corrective action; performs follow-up inspections; issues warnings or citations.
- Condemns unsafe food; quarantines equipment or facilities.
- Ensures the proper issuance of City health applications and permits.
- Logs and maintains related files and prepares reports.
- May conduct in-service training for new employees.
- May appear in court for testimony regarding violations; provides testimony in enforcement hearings.
- May conduct food managers' certification courses.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

A Bachelor's degree, which includes 30 semester hours in basic or applied science courses, is required.

#### **EXPERIENCE:**

One year of experience as a registered Sanitarian is required.

**License:** A State of Texas Registered Sanitarian Certificate is required.

A valid Texas driver's license and compliance with the City of Houston's policy on driving is required.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

- Sanitarian I
- Sanitarian II
- Sanitarian III
- Chief Sanitarian

*Effective: October 1990*

*Revised: February 2004*